

Bureau of Land Management (BLM) Standard Operating Procedures
Automated Standard Application for Payments System (ASAP)
June 2002

Enrollment Procedures

As of October 1, 2002, all recipients of financial assistance agreements must be given the choice of using the ASAP system option or follow BLM's current payment procedures for reimbursement. The financial assistance agreements include grants and cooperative agreements. The BLM National Business Center (NBC) has begun to send letters to current recipients to offer them the opportunity to enroll in the ASAP system option. The NBC will send between 100 to 150 letters each month until all current recipients have been offered this option. All recipients that choose the ASAP system option will need to complete an ASAP Participation Request form (Attachment 1) and fax or mail it to the NBC to begin the enrollment process. When the NBC receives an ASAP Participation Request form from a current recipient, they will notify all Assistance Officers that have agreements with the recipient.

Effective immediately, it is required that all new Federal financial assistance recipients be offered the option of receiving funds through the ASAP system. At the time of the award, the Assistance Officer will offer the ASAP system option to the recipient and provide an ASAP Participation Request form if the recipient chooses the ASAP system option. The recipient will complete and return this form to the NBC if they choose the ASAP system option.

Assistance Officer Procedures

Recipients must be offered both the current payment method or the ASAP system option. New assistance agreements will reflect the payment method the recipient selects and the selection will be inserted in the agreement payment paragraph.

If a current recipient chooses the ASAP system option, the Assistance Officer(s) will prepare a modification for each agreement, have it signed by the recipient, approve it, and re-obligate the remaining funds under a new document trans type in the Federal Financial System (FFS). The modification will specify the ASAP system option as the new payment reimbursement method, will identify account numbers from which the recipient will draw available funds from, and will indicate if a recipient is subject to a payment review.

The Assistance Officer must determine whether a recipient will be subject to a payment review. Payment review is an option in the ASAP system that prevents funds from being drawn down by the recipient until the Assistance Officer approves Standard Form (SF) 270, Request for Advance or Reimbursement.

Payment review should be the exception and not used unless circumstances warrant review of the payment request before reimbursement is made. An example of why a recipient should be subject to review is if the recipient is drawing down funds and not submitting the appropriate paperwork to the Assistance Officer. Grants are never subject to a payment review. Once signed, the modification should be sent to the recipient and a copy faxed to the NBC. No funds in the ASAP system will be available to recipients until the NBC receives the signed modification or agreement that includes the dollar amount and the payment review status block checked.

The new account numbers established are a combination of the agreement or task order and the line number where the funds are obligated (e.g., CAA020001001 is the account number for agreement CAA020001 and the funds to be drawn are on line one.).

All new obligations, and all current obligations in FFS, require an MG document type instead of an MO, and must follow the current Document Identification Numbering System. All current and new agreements obligated through the Interior Department Electronic Acquisition System will continue to use the M\$ document type. The Assistance Officer or the remote data entry person will need to de-obligate existing agreements in FFS and re-obligate the funds using the MG document type. Obligations with prior-year money will need to have the correct BFY in the BFYS field. These individuals will not be able to pass any obligations using prior-year money. Place the document on hold and call the NBC Help Desk at (303) 236-4176 and they will pass it.

Payment Request Procedures

The ASAP system allows the recipient to dial into the Federal Reserve Bank (FRB) to request reimbursement. If the recipient is not subject to payment review, they will receive their funds in one to two days. Recipients are still required to submit an SF-270 to the Assistance Officer with a notation that they have drawn funds through the ASAP system. Recipients subject to payment review can also dial into the FRB and request their reimbursement, but will not receive it until the funds are released by the NBC. The NBC will approve the request when an SF-270 is received from the Assistance Officer that is signed and approved for payment and lists the appropriate account number in which the recipient is drawing funds. The SF-270's and agreements can be faxed to the NBC at (303) 236-6479 to expedite the authorization and payment of funds. There is also a dedicated email address, which is NCS_ASAP. When you use this email address, you are communicating with the NBC certifying officers and examiners who process the ASAP system reimbursements. All original paperwork must be submitted to the NBC because these documents are needed for auditing purposes.

Reports

There are two reports that will be available from the Management Information System that will help you to track recipient drawdowns. The first report is an outstanding authorization report and the second report is drawdown activity. All recipient payments from the ASAP system are identified by the document type of DG. These reports will be available within the Budget and Fund Status reports for your State under non-labor Detail Transactions. We recommend that you look at these reports bi-monthly.

If you have any questions about assistance agreement procedures, contact Marc Gress, Procurement Analyst, Property, Acquisition and Headquarters Services, WO-850, at (406) 896-2916, or Cheryl Petersen, NBC, at (303) 236-6608 for finance questions.